

Contract No. DE-AC08-98NV13149

ATTACHMENT B
REPORTING REQUIREMENTS

REPORTING REQUIREMENTS

The Contractor shall prepare and submit the following recurring plans and reports. DOE reserves the right to request additional reports or to modify reports at any time. The contractor shall be responsible for the development of some specialized reports.

REPORT DISTRIBUTION LIST/ADDRESS AND REPORTING ELEMENTS

<u>REQUIREMENTS</u>	<u>FREQUENCY</u>
Alien Visitor Report	Monthly
Military Certification	Monthly
Infraction Report	Quarterly
Estimates of Requests for Q and L Clearances	Quarterly
Emergency Lock Box Survey	Semiannual
Badge Office Activity Report	Annual
Facility Security Plans	Initial & Annual Review
Breach of NTS Rules & Regulations	As necessary
Loss or Theft Report	As necessary
Termination Occupational Exposure	As necessary
Unauthorized Aircraft Report	As necessary
Correspondence Regarding Special Events (Reports of preliminary inquiries, special assignments, etc.)	As necessary
Report of Unsecured Property	As necessary

REQUIREMENTS

FREQUENCY

Irregularity Reports	As necessary
Stolen or Confiscated Property Receipt Report	As necessary
Exercise Update	Monthly
Status Report on Occurrence Reports Pending	Monthly
Performance Indicators Program	Monthly, Quarterly
Security Infraction Report	Quarterly
OPSEC Status Report	Quarterly
Unaccounted for Classified Document Report	Quarterly
DOE F 5484Y Tabulation of Work Hours, Vehicle Usage and TORT Claims	Quarterly
Emergency Preparedness	Annual
Information Security Oversight Report	Quarterly
5 Year Emergency Management Plan	Annual
10 Year Strategic Emergency Management Plan	Annual
Form OSHA No. 200, Log and Summary of Occupational Injuries and illnesses	Annual
Air Quality Permit Incinerator Use Report	Annual
Occurrence Reports	As required

REQUIREMENTS

FREQUENCY

Daily Operations Reports	As required
DOE Fort 5484X, Individual Accident/Incidence Report	As required
State Industrial Insurance System (SIIS) Form C-3, Employer's Report of Industrial Injury	As required
Receipt Report	As necessary
DISCAS Cost Report	Monthly to be received by 4th workday of the following month
Financial Plan Response	Bi-monthly
Contractor Personnel and Industrial Report	As required
Annual Budget	Annual and updated periodically as required

The annual budget requires the maintenance of a budgeting and estimating capability, and periodic updating required for cost requirements for changing program requirements. Such budget and estimate preparation must be prepared in sufficient detail to provide cost breakdowns by DOE appropriations, programs, and the various users within those programs.